

THE WOODLANDS TOWNSHIP

BOARD OF DIRECTORS

WORKSHOP MEETING

JULY 21, 2011

MINUTES

THE STATE OF TEXAS §

COUNTIES OF HARRIS & MONTGOMERY §

The Board of Directors of The Woodlands Township met in regular session, open to the public, on July 21, 2011, posted to begin at 7:30 a.m. The workshop session was held in a meeting room at the office of The Woodlands Township, Board Chambers, 10001 Woodloch Forest Drive, Suite 600, The Woodlands, Texas, within the boundaries of The Woodlands Township.

DIRECTORS PRESENT: Secretary Claude Hunter, Treasurer Ed Robb, Director Nelda Blair, Director Tom Campbell, and Director Peggy Hausman

DIRECTORS ABSENT: Chairman Bruce Tough and Vice Chairman Lloyd Matthews

STAFF/ADVISORS: Don Norrell, President/General Manager, John Powers, Assistant General Manager Community Services, Monique Sharp, Assistant General Manager of Finance & Administration, Fire Chief Alan Benson, Susan Welbes, Director of Human Resources, Nick Wolda, Director of Community Relations/CVB President, Miles McKinney, Legislative Affairs & Transportation Manager, Karen Dempsey, Management Analyst, Mary Connell, Manager of Community Relations, Mike Page and Bret Strong, Legal Counsel

Note: Secretary Hunter presided as Chair.

Pledge of Allegiance:

Secretary Hunter invited all in attendance to recite the Pledge of Allegiance to the United States flag and Texas State flag.

Call to Order:

Secretary Hunter called the workshop session to order at 7:31 a.m. and declared that notice of this meeting was posted 72 hours in advance at the Courthouses of Montgomery and Harris Counties and inside the boundaries of The Woodlands Township at the office building located at 10001 Woodloch Forest Drive, Suite 600, The Woodlands, Texas. As there was a quorum of members present, the Board proceeded to conduct business regarding the following matters.

Board of Directors
Workshop Meeting
July 21, 2011

Consider and act upon adoption of the meeting agenda:

Secretary Hunter called for a motion and second to adopt the agenda.

MOTION: Motion by Director Blair to adopt the agenda; second by Director Campbell

VOTE: **Ayes:** Secretary Hunter
 Treasurer Robb
 Director Blair
 Director Campbell
 Director Hausman
 Nays: None
 Abstentions: None
 Absent: Chairman Tough and Vice Chairman Matthews

ACTION: Motion passed unanimously (5-0).

Recognize Public Officials:

Secretary Hunter recognized the following public officials:

- Biff Picone-Montgomery Central Appraisal District candidate
- Steve Leakey-President, Alden Bridge Village Association
- C.J.Haynes-Conroe Independent School District Board of Trustees/Incoming President of The Friendship Center

Public Comment:

The following individual(s) addressed the Board:

- Biff Picone-Montgomery Central Appraisal District Election
- Karen Guillory-Joint Agreement with Interfaith (requested to speak during agenda item)

The Public Comment Roster is attached hereto as Exhibit "A".

Receive, consider and act upon a proclamation in support of the Montgomery County Search and Rescue Team;

Secretary Hunter recognized Vice President Carter Miller and volunteer Laura Cunningham of the Montgomery County Search and Rescue Team. Mr. Miller thanked the Board for its support and then extended an invitation to the public to attend a fundraiser barbeque on August 20, 2011 in Magnolia to support the dedication of service to volunteers of the Montgomery County Search and Rescue Team. Following Mr. Miller's comments, Secretary Hunter read the proclamation declaring August 20, 2011 as "Montgomery County Search and Rescue Team Recognition Day".

POTENTIAL CONSENT AGENDA:

(This agenda consists of non-controversial or "housekeeping" items required by law that will be placed on the Consent Agenda at the next Board Meeting and may be voted on with one motion. Items may be moved from the Consent Agenda to the Regular Agenda by any Board Member making such request.)

Receive, consider and act upon approval of the minutes of the June 16, 2011 Board Workshop, June 22, 2011 regular Board meeting, and June 23, 2011 special Board meeting of the Board of Directors of The Woodlands Township;

Secretary Hunter asked the Board to review the minutes in preparation for the July 27, 2011 regular Board meeting. Director Campbell noted omissions on the voting matrix for June 22, 2011 regular Board meeting. Corrections will be made to the June 22, 2011 voting matrix prior to consideration and action at the July 27, 2011 regular Board meeting under the Consent Agenda.

Receive, consider and act upon a Sponsorship Agreement with Conroe Independent School District and The Woodlands High School Girls Cross Country Booster Club for Friday Night Light's;

John Powers presented a summary of this item with a recommendation that the Board approve the sponsorship agreement as presented and authorize the President/General Manager to execute the agreement between the Conroe Independent School District and The Woodlands Township. Board discussion followed. This item will be brought forward to the July 27, 2011 regular Board meeting for consideration and action under the Consent Agenda.

Receive, consider and act upon award of bids for fleet maintenance services;

John Powers presented a summary of this item with a recommendation that the Board award the bid for fleet maintenance services to Woodlands Shell Lube and Service to provide vehicle repairs and maintenance for a three year agreement and authorize the President/General Manager to execute a service agreement. Board discussion followed. This item will be brought forward to the July 27, 2011 regular Board meeting for consideration and action under the Consent Agenda.

Receive, consider and act upon award of bids for improvements to wheel friendly areas at Forestgate and Lakeside Parks;

John Powers presented a summary of this item with a recommendation that the Board award the bid to Misiano Skate Park for the design and installation of wheel friendly areas at Forestgate and Lakeside Parks in the amount of \$93,950 and authorize the President/General Manager to execute the construction agreements in connection therewith. Board discussion followed. This item will be brought forward to the July 27, 2011 regular Board meeting for consideration and action under the Consent Agenda.

Receive, consider and act upon award of bid to Christmas Light Company for the installation, removal and storage of seasonal holiday decorations and lights;

John Powers presented a summary of this item with a recommendation that the Board award the bid to The Christmas Light Company in the amount of \$14,600 per year for three years for a total of \$43,800 to provide the installation, removal and storage of the Town Center Christmas tree and doves and authorize the President/General Manager to execute a service agreement. Board discussion followed. This item will be brought forward to the July 27, 2011 regular Board meeting for consideration and action under the Consent Agenda.

Receive, consider and act upon establish a policy criteria regarding applications for "Friendly Community" designations;

John Powers presented a summary of this item with a recommendation that the Board approve the guidelines for "Friendly Community" designations as presented. Board discussion followed. This item will be brought forward to the July 27, 2011 regular Board meeting for consideration and action under the Consent Agenda.

Receive, consider and act upon a letter of support for Runner Friendly Community designation:

John Powers presented a summary of this item with a recommendation that the Board approve the letter of support for The Woodlands Running Club's application for a Running Friendly Community designation. Board discussion followed. This item will be brought forward to the July 27, 2011 regular Board meeting for consideration and action under the Consent Agenda.

Receive, consider and act upon Partial Release of Easement for property located at 20 Waterway Avenue:

John Powers presented a summary of this item with a recommendation that the Board approve the Partial Release of Easement on the property located at 20 Waterway Avenue. Board discussion followed. This item will be brought forward to the July 27, 2011 regular Board meeting for consideration and action under the Consent Agenda.

Receive, consider and act upon amending Order No. 010-11 imposing an events admission tax:

Mike Page presented a summary of this item with a recommendation that the Board adopt Order No. 014-11 amending Order No. 010-11 concerning event admissions tax requirements. Board discussion followed. This item will be brought forward to the July 27, 2011 regular Board meeting for consideration and action under the Consent Agenda.

Receive and consider Memorandums of Understanding with The Woodlands Lacrosse Association, the South Montgomery County YMCA, The Woodlands Rugby Football Club, and The Woodlands Youth Rugby Club for athletic field use:

John Powers presented a summary of this item with a recommendation that the Board approve the Memorandums of Understanding with The Woodlands Lacrosse Association, the South Montgomery County YMCA, The Woodlands Rugby Football Club and The Woodlands Youth Rugby Club for athletic field use and authorize the President/General Manager to execute the agreements. Board discussion followed. This item will be brought forward to the July 27, 2011 regular Board meeting for consideration and action under the Consent Agenda.

Receive, consider and act upon a Debt Service Excess Tax Collections Report for the period July 1, 2010 through June 30, 2011 as certified by Montgomery County Tax Assessor and Collector:

Monique Sharp presented a summary of this item with a recommendation that the Board accept the *Debt Service Excess Tax Collections* report for the period July 1, 2010 through June 30, 2011 as certified by the Montgomery County Tax Assessor-Collector. Board discussion followed. This item will be brought forward to the July 27, 2011 regular Board meeting for consideration and action under the Consent Agenda.

Receive, consider and act upon a 2011-2012 Debt Service Collection Rate Report as certified by the Montgomery County Tax Assessor and Collector:

Monique Sharp presented a summary of this item with a recommendation that the Board accept the *2011-2012 Debt Service Collection Rate* report as certified by the Montgomery County Tax Assessor-Collector. Board discussion followed. This item will be brought forward to the July 27, 2011 regular Board meeting for consideration and action under the Consent Agenda.

Receive, consider and act upon a revision to the budget calendar:

Monique Sharp presented this item and informed the Board of a proposed change to the budget calendar. The Board discussed amending the meeting time for Public Hearing #2 on the 2012 budget and 2011 property tax rate from 6:00 p.m. to 7:00 p.m. on Tuesday, August 16, 2011. The meeting will be held at The Woodlands Township Service Center located at 2201 Lake Woodlands Drive. It was the decision of the Board to pull this item from the Consent Agenda and place it on the Regular Agenda for consideration and action at the July 27, 2011 regular Board meeting.

BRIEFINGS:

Receive and consider presentations by outside organizations requesting funding:

The Friendship Center: C.J. Haynes, Incoming President of The Friendship Center, provided introductory comments and thanked the Board for its consideration of a funding request by the agency. Ms. Haynes then introduced Anna Vidaurri, Executive Director of The Friendship Center. Ms. Vidaurri gave a PowerPoint presentation on the mission of The Friendship Center and reported on some of the services, in particular transportation, provided to seniors in Montgomery County. The Friendship Center requested transportation funding in the amount of \$47,500. The Board will consider this funding request during the budget process.

Handout material is attached hereto as Exhibit "B".

South Montgomery County YMCA: Gary Louie, Director of Development of the South Montgomery County YMCA, provided introductory remarks and then called on Mark Cochran, Center Executive Director of the South Montgomery County YMCA, who gave a PowerPoint presentation on the YMCA's programs and the impact these programs have on the community. Mr. Cochran then introduced Shaunell Jones, Senior Program Director of Outreach Services of the South County YMCA. Ms. Jones called on staff and summer program participants who shared personal experiences about their involvement in YMCA activities. Todd Bryant, Board of Directors for the South Montgomery County YMCA, thanked the Board for its support. A funding request in the amount of \$50,000 was received from the YMCA. This request will be considered by the Board during the budget process.

Handout material is attached hereto as Exhibit "C".

Recess taken at 9:18 a.m.

Reconvene at 9:23 a.m.

Receive and consider a presentation regarding renovation plans for Sawmill Park:

John Powers provided a brief summary of this item and then introduced Jim Wendt, Principal Designer with LJA. Mr. Wendt used a PowerPoint presentation to showcase the conceptual design for the renovation of Sawmill Park. Board discussion followed. This item will be brought forward to the July 27, 2011 regular Board meeting under the Regular Agenda for consideration and action.

Receive and consider a petition from The Woodlands Professional Fire Fighters Association Local 3846 regarding a ballot initiative related to collective bargaining:

Mike Page presented a summary of this item and informed the Board that a petition was received from The Woodlands Professional Fire Fighters Association, Local 3846 regarding a ballot initiative related to collective bargaining. The petition was verified by staff to contain the required number of signatures. Mr. Page informed the Board that an Order calling an election will be considered by the Board in August with the election to take place on the last uniform election date in 2011, in compliance with applicable law and

Chapter 174, Local Government Code. Board discussion followed. This item will be brought forward to the July 27, 2011 regular Board meeting as a Briefing Item.

Receive and consider a quarterly update from The Woodlands Convention and Visitors Bureau:

Nick Wolda, President of The Woodlands Convention and Visitors Bureau (TWCVB), presented an update on TWCVB services, visitor activity, special event attendance and destination marketing efforts during the 2nd quarter 2011. Board discussion followed. No action was necessary on this item.

A copy of the Executive Summary for the above item is attached hereto as Exhibit "D".

POTENTIAL REGULAR AGENDA:

(This agenda consists of items that will be placed on the Regular Agenda at the next Board of Directors' meeting.)

Receive, consider and act upon approval for an extension of insurance contract with Willis of Texas until October 1, 2011 for property and liability insurance;

Monique Sharp presented a summary of this item and informed the Board that cost quotes for extending insurance policies with a renewal date of August 1, 2011 to October 1, 2011 will be provided at the July 27, 2011 regular Board of Directors meeting along with a recommended Board action. Board discussion followed. This item will be brought forward to the July 27, 2011 regular Board meeting under the Regular Agenda.

Receive, consider and act upon a request from Interfaith regarding a joint parking agreement with Interfaith Child Development Center and Falconwing Park in the Village of Indian Springs, and a budget amendment in connection therewith;

John Powers provided a summary of this item with a recommendation that the Board approve a budget amendment to transfer up to \$25,000 from the Parks and Recreation 2011 operating budget to the Parks and Recreation 2011 capital budget to be matched with an equal amount by Interfaith of The Woodlands for the construction of a parking lot at Falconwing Park and authorize the President/General Manager to execute a Joint Use Access Agreement. Board discussion followed. This item will be brought forward to the July 27, 2011 regular Board meeting for consideration and action under the Regular Agenda.

Note: Karen Guillory provided public comment on the joint agreement.

Receive, consider and act upon a recommendation by Partners for Strategic Action (PSA) regarding subcontracted financial consulting services for the governance study and authorize an amendment tot the PSA contract to fund these additional services;

Curt Dunham with PSA provided a summary of this item with a recommendation that the Board approve and authorize the President/General Manager to execute an amendment to the PSA contract to engage Economic Planning Systems, Inc. as a financial modeling consultant for the governance study at a cost not to exceed \$70,000. Board discussion followed. This item will be brought forward to the July 27, 2011 regular Board meeting for consideration and action under the Regular Agenda.

Handout material is attached hereto as Exhibit "E".

Receive, consider and act upon appointment of one Development Standards Committee member;

Secretary Hunter informed the Board that this item will be handled at the July 27, 2011 regular Board meeting.

CLOSED MEETING (if applicable):

Recess at 10:56 a.m. to Executive Session to discuss matters relating to real property pursuant to §551.072, Texas Government Code; deliberation of economic development negotiations pursuant to §551.087, Texas Government Code; discuss personnel matters pursuant to §551.074, Texas Government Code; and to consult with The Woodlands Township's attorney concerning pending litigation pursuant to §551.071, Texas Government Code;

Reconvene in Public Session at 12:15 p.m.;

Secretary Hunter announced that it would not be necessary to take action at this time on any matters discussed in Executive Session.

Note: Director Blair did not return to the meeting following Executive Session.

ADMINISTRATIVE REPORTS:

Community Services: presented by John Powers

- *Watch Talk Wednesday* on July 27, 2011 will be a presentation on emergency preparedness presented by the Neighborhood Services Department from noon to 1 p.m. at the Service Center
- Community Involvement Day to be held September 17, 2011 in ShadowBend Park focused on the Sylvan Forest neighborhood in the Village of Cochran's Crossing
- SJRA performing pre-design work along the potential route of the groundwater reduction project.
- Independent contractor for the Park and Pathway Compliance Inspector position has been retained and will begin work August 8, 2011
- Environmental Services is actively trapping mosquitoes
- Township's Lifeguard competition team placed second at the 27th American Red Cross Annual Texas Open Lifeguard Competition at SplashTown
- The Woodlands Township swim teams completed undefeated 2011 seasons in their respective divisions
- Recycling was implemented at the 12 community pools beginning June 30, 2011
- Community Bicycle Friendly Designation Application has been submitted; notification of designation level is expected in September
- Traffic signal are being installed at Lake Woodlands Drive and Kuykendahl and should be completed in 60-90 days
- George Ushiroda and Jaydean Tullos were selected to fill vacancies on the Sterling Ridge RDRC
- Fall Flea Market scheduled for September 17, 2011

Community Policing: presented by Marian Leck

- Staffing-District 6 has all positions filled
- Construction theft is down in Precinct 4, Harris County
- Crime Stats-Deputy Uber and K9 Bowie assisted in the arrests of 5 felonies and 4 misdemeanors
- Crime down in the following categories: auto theft, burglary of habitation, burglary of motor vehicle and criminal mischief
- Overtime was used during 4th of July week-end (54 officers worked during this event)
- Crime Prevention, Community & Tourism Oriented Policing class scheduled for September 12-16, 2011 at The Woodlands Training Center
- Public Safety Banquet scheduled for Saturday, September 10, 2011

The Woodlands Fire Department: presented by Fire Chief Alan Benson

- Fire Station 8 will be ready for move-in during the first week of August

- Construction on Fire Station 7 is ahead of schedule
- Central Fire Station Design and Development underway

The Woodlands Convention & Visitors Bureau: Report was given earlier.

DISCUSS FUTURE AGENDA/ANNOUNCEMENTS:

Consideration of items to be placed on the agenda for next month's meeting:

- **Director Campbell** would like to consider and act upon 2011 CVB budget of \$150,000 related to renovation and transfer of funds to reserves
- **Director Hausman** requested a list of 2011 CVB and Township events and tables that the Township sponsors

Board announcements:

- Director Hausman celebrating a wedding anniversary today

Public comment; and

- None

Adjourn

As there was no further business to discuss, Secretary Hunter called for a motion and second to adjourn the meeting at 12:20 p.m.

MOTION: Motion to adjourn by Director Hausman; second by Director Campbell

VOTE: **Ayes:** Secretary Hunter
 Treasurer Robb
 Director Campbell
 Director Hausman

Nays: None

Abstentions: None

Absent: Chairman Tough, Vice Chairman Matthews and Director Blair

ACTION: Motion passed unanimously (4-0).




Claude Hunter
Secretary, Board of Directors

EXHIBIT OMISSIONS*

EXHIBIT "A"

EXHIBIT "B"

EXHIBIT "C"

EXHIBIT "D"

EXHIBIT "E"

***To view Exhibits, please contact the Records Management Analyst at 281-210-3800.**